

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040009-4

<b>REPORTS INVENTORY</b>						CONTROL NO. <b>DDP - 103</b>														
PREPARE IN DUPLICATE																				
1. TITLE OF REPORT (if a fill-in report include Form No.) <b>FIELD REASSIGNMENT QUESTIONNAIRE</b>						2. TYPE OF REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>STATISTICAL</td></tr> <tr><td><input checked="" type="checkbox"/></td><td>NARRATIVE</td></tr> <tr><td><input type="checkbox"/></td><td>MACHINE-NAME LISTING</td></tr> </table>		<input type="checkbox"/>	STATISTICAL	<input checked="" type="checkbox"/>	NARRATIVE	<input type="checkbox"/>	MACHINE-NAME LISTING							
<input type="checkbox"/>	STATISTICAL																			
<input checked="" type="checkbox"/>	NARRATIVE																			
<input type="checkbox"/>	MACHINE-NAME LISTING																			
3. FUNCTIONAL AREA		<input checked="" type="checkbox"/> PERSONNEL	<input type="checkbox"/> TRAINING	ADMIN. GENERAL																
		<input type="checkbox"/> LOGISTICS	<input type="checkbox"/> SECURITY	OTHER (specify)																
		<input type="checkbox"/> MEDICAL	<input type="checkbox"/> FINANCE																	
4. NO. OF COPIES PREPARED <b>3</b>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <b>8 months preceding end of overseas tour</b>			6. DISTRIBUTION (No. of components not number of copies) <b>3</b>															
7. FORMAT (memorandum, form computer print-out, etc) <b>Form</b>		8. ADP PROCESSING <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td><input type="checkbox"/></td><td>YES</td><td>IF YES GIVE ADP PROCESSING NO.</td></tr> <tr><td><input type="checkbox"/></td><td>NO</td><td></td></tr> </table>			<input type="checkbox"/>	YES	IF YES GIVE ADP PROCESSING NO.	<input type="checkbox"/>	NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT <div style="border: 1px solid black; width: 100px; height: 20px; float: right; text-align: center;">25X1</div>									
<input type="checkbox"/>	YES	IF YES GIVE ADP PROCESSING NO.																		
<input type="checkbox"/>	NO																			
10. PREPARING COMPONENT (include lowest level contributing information to report) <b>All stations &amp; Bases</b>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)																
<b>12. COST FACTORS</b>																				
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>																				
GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR													
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>																				
<b>TOTAL COSTS PER YEAR</b>						<b>\$6,932.00</b>														
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  <b>To provide information contributing to appropriate reassignments</b>																				
<b>14. FUTURE GOALS</b>																				
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td><input checked="" type="checkbox"/></td><td>RETAIN AS IS</td><td><input type="checkbox"/> OTHER (explain)</td></tr> <tr><td><input type="checkbox"/></td><td>CHANGE</td><td></td></tr> <tr><td><input type="checkbox"/></td><td>DISCONTINUE</td><td></td></tr> </table>						<input checked="" type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/> OTHER (explain)	<input type="checkbox"/>	CHANGE		<input type="checkbox"/>	DISCONTINUE		ESTIMATED SAVINGS <table border="1" style="width:100%; border-collapse: collapse;"> <tr><td>MAN-HOURS</td><td>DOLLARS</td></tr> <tr><td> </td><td> </td></tr> </table>		MAN-HOURS	DOLLARS		
<input checked="" type="checkbox"/>	RETAIN AS IS	<input type="checkbox"/> OTHER (explain)																		
<input type="checkbox"/>	CHANGE																			
<input type="checkbox"/>	DISCONTINUE																			
MAN-HOURS	DOLLARS																			
16. DATE OF INVENTORY <b>October 1970</b>		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <b>Approved For Release 2006/11/13 : CIA-RDP75-00399R000100040009-4</b>					18. EXTENSION													